
A basic guide to Harvard referencing

There is no standard definition of the Harvard method and so many variations have evolved. For work submitted to the Department of Professional and Community Education (PACE) you should use the method given in :

Pears, R. and Shields, G. (2008) *Cite them right*. Newcastle: Pear Tree Books.
Printed copies are available in the library.

New edition due August 2010:

Pears, R. and Shields, G. (2010) *Cite them right*. 8th edn. London: Palgrave.
Printed copies will be available in the library.

The cost to buy the book is about £8.00 and, if you are required to submit an extended essay, a literature review or are studying at postgraduate level, you should consider this.

It is **essential** that you read Sections A, B and C which give an introduction to referencing and its role in avoiding plagiarism; and tells you how to set out citations and quotations in your text and how to present the references in your reference list and bibliography.

References should appear as follows:

For example, a sentence **in your text** might read as follows:

In her account of Melanie Klein's early life Segal (1979, p.28) describes how her mother's calm and courageous approach to death deeply moved her throughout her life.

The reference **in the reference list** at the end of your essay/dissertation/thesis to Segal's work cited above would appear as follows:

Segal, H. (1989) *Melanie Klein*. London: Karnac

This brief guide gives examples for the following common types of material you may need to reference:

- Book with one author
- Book with two or three authors
- Book with more than three authors
- Book with editors
- Chapters of edited books
- Electronic books
- Journal articles in printed journals
- Journal articles in e-journals
- Printed newspaper articles
- Web pages
- Book illustrations, reproductions of paintings, photographs, diagrams, tables, etc
- Paintings/drawings in a gallery or online
- Photographs
- Films

- Virtual Learning Environments (eg learn.gold)
- Secondary referencing

Books

Citation components:

Author/editor surname, Initials. (Year of publication). *Title of book in italics*. (Edition if not the first). Place of publication: Publisher.

Examples:

Book with one author

In your text

Case (2005, p.34) discusses

or

It has been argued that (Case, 2005, p.34).

Reference list

Case, C. (2005) *Imagining animals : art, psychotherapy and primitive states of mind*. New York, NY: Routledge.

Book with two or three authors

In your text

Waller and Sheppard (2006) recommend

or

Earlier debates covered (Waller and Sheppard, 2006)

Reference list

Waller, D. and Sheppard, L. (2006) *Guidelines for art therapists working with older people with dementia*. London: Goldsmiths College.

Book with more than 3 authors

In your text

This was explained in Newman *et al.* (2005) as

or

Previous work showed (Newman *et al.*, 2005)

Reference list

Newman, T., Moseley, A., Tierney, S., and Ellis, A. (2005) *Evidence-based social work : a guide for the perplexed*. Lyme Regis: Russell House.

Book with editor(s)

In your text

Davies (2008) explains that

or

A high percentage of social workers reported that (Davies, 2008)

Reference list

Davies, M. (ed.) (2008) *The Blackwell companion to social work*. 3rd edn. Oxford: Blackwell.

Chapters of edited books

Citation components

Author of the chapter surname, Initials. (Year of publication). 'Title of chapter in single quotes.' in *Title of book in italics*. (Edition if not the first). Place of publication: Publisher, Page reference.

In your text

Meekums (2008, p.26) suggests

Reference list

Meekums, B. (2008) 'Spontaneous symbolism in clinical supervision: moving beyond logic', in Payne, H. (ed.) *Supervision of dance movement psychotherapy : a practitioner's guide*. London: Routledge, pp. 18-32.

Electronic books

Citation components

Author/editor surname, Initials. (Year of publication). *Title of book in italics*. *Name of e-book collection in italics* [Online] Available at: URL (Accessed: date in round brackets)

In your text

Banks, S. (1999, pp.31-33) gives a description of

Reference list

Banks, S. (ed.) (1999) *Ethical issues in youth work*. Dawsonera [Online]. Available at: <http://www.dawsonera.com> (Accessed: 19 May 1999).

Journal articles in printed journals

Citation components

Author/editor surname, Initials. (Year of publication). 'Title of article in single quotes' *Title of Journal in Italics**. volume, part no, month or season, page reference

* capitalise the first letter of the title and each important word. Use lower case for small words eg. and, of, the, for etc.

In your text

..... a discussion of the parental role (Flouri and Buchanan, 2003).

Reference list

Flouri, E. and Buchanan, A. 'The role of father involvement and mother involvement in adolescents' psychological well-being', *The British Journal of Social Work*, 33 (3), pp. 399-406.

Journal articles in e-journals

Citation components

Author/editor surname, Initials. (Year of publication). 'Title of article in single quotes' *Title of Journal in Italics**. volume, part no, month or season, page reference *Name of collection in italics* [Online] Available at: URL or DOI (Accessed: date in round brackets)

In your text

(Bull, 2008, p.76) proposes that

Reference list

Bull, S. (2008) 'Wrapping things up: ending art therapy with two adults with learning disabilities', *International Journal of Art Therapy*, 13 (2), pp. 74-78 *Informaworld* [Online]. Available at: <http://www.informaworld.com/> (Accessed: 19 May 2009).

Printed newspaper articles

With author

Citation components

Author/editor surname, Initials. (Year of publication). 'Title of article in single quotes' *Title of Newspaper in italics with initial capitals* (Edition if required in round brackets) Day and month, Page

In your text

China and the US are seeking a deal on climate change. (Goldenberg, 2009)

Reference list

Goldenberg, S. (2009) 'Revealed: US and China's secret climate change talks'. *The Guardian*, 18 May, p.1.

No author

Reference list – citation order:

Title of Newspaper in italics with initial capitals (Year of publication in round brackets) 'Title of article in single quotes' Day and month, Page

In your text

The article (*The Independent*, 2009, p.39) reported that

Reference list

The Independent, (2009) 'Signs of life in the housing scene', 19 May, p.39.

Web pages with authors

Citation components:

Author/editor surname, Initials. (Year site published/last updated in round brackets)
Title of site in italics Available at: URL (Accessed: date in round brackets)

In your text

Bradley (2009) concentrates on guiding

Reference list

Bradley, P. (2009) *Phil Bradley's website: making the net easier*: Available at:
<http://www.philb.com/> (Accessed on: 19 May 2009).

Web pages (organisation is author)

Citation components:

Organisation (Year site published/last updated in round brackets) *Title of site in italics* Available at: URL (Accessed: date in round brackets)

In your text

The next open day is on Saturday 20 June (Goldsmiths, University of London, 2009).

Reference list

Goldsmiths, University of London (2009) *Open days*. Available at:
<http://www.gold.ac.uk/opendays/> (Accessed: 19 May 2009)

Book illustrations, reproductions of paintings, photographs, diagrams, tables, etc

Citation components:

This differs from 'Cite them right' but, where appropriate this provides extra clarification.

Artist surname, Initials. (Date if available in round brackets) *Title of work in italics*
[Medium] in Author/editor surname, Initials. (Year of publication). *Title of book in italics*. Place of publication: Publisher Page reference of illustration Ilus./fig./table**

** as appropriate.

In your text

The use of overlapping shapes in Ben Nicholson's *Painted Relief* (1939) demonstrates

or

..... as seen in the pencil and paper self-portrait by an Albany prisoner (Riches, 1994, p.87).

Reference list

Nicholson, B (1939) *Painted Relief* [Synthetic board mounted on plywood, painted] in
Janson, H.W. (1991) *History of art*. 4th edn. London: Thames and Hudson, p.730.

or

Riches, C. (1994) 'The hidden therapy of a prison art education programme' in Leibman, M. (ed.), *Art therapy with offenders*. London: Jessica Kingsley, p.81, illus.

Paintings/drawings in a gallery or online

Citation components:

Artist surname, Initials. (Date if available in round brackets) *Title of work in italics* [Medium] Institution that houses the work, city. OR IF SEEN ONLINE *Name of collection in italics* [Online] Available at: URL (Accessed: date in round brackets)

In your text

Stubbs' painting of *Whistlejacket* (1762) shows

Reference list

Stubbs, G. (1762) *Whistlejacket* [Oil on canvas] *The National Gallery* [Online]. Available at: <http://www.nationalgallery.org.uk> (Accessed: 1 June 2009)

Photographs

Below is a single example for photographs. See **Cite them right** for prints and slides and for other visual sources.

Photographs in online collections (for photographs in books see above)

Citation components

Photographer surname, Initials. (Date if available in round brackets) *Title of photograph in italics* *Title of online collection in italics* [Online] Available at: URL (Accessed: date in round brackets)

In your text

Peter Cattrell's photograph (1997) shows

Reference list

Cattrell, P. (1997) *Maize Cutting, No Man's Land, Serre, Somme, France*. *National Galleries of Scotland* [Online] Available at: <http://www.nationalgalleries.org/collection> (Accessed: 1 June 2009)

Films

Below is a single example of a film on DVD see the section in **Cite them right** for films viewed live, on video, Youtube etc

Films on DVD or video

Citation components

Title of film in italics Year of distribution in round brackets Directed by [DVD] or [videocassette] Place of distribution: distribution company (if known)

In your text

The beauty of the landscape in *Motorcycle diaries* (2004)

Reference list

The motorcycle diaries (2004) Directed by Walter Salles [DVD] London: Film Four.

See **Cite them right** for details on referencing additional material on film DVDs.

Virtual Learning Environments (eg learn.gold)

You may wish to cite and reference material that you have found on the VLE. **Cite them right** covers this for material including: tutor's notes, journal articles, digitised extracts from books and discussion boards.

Secondary referencing

Supplementary examples:

Esslin, M. (1969), "Samuel Beckett: The search for the self." in Chevigny, B. G. (ed.) in *Twentieth century interpretations of 'Endgame'*. Englewood Cliffs, N.J.: Prentice-Hall. pp.22-32. [originally published in, Esslin, M. (1961) *The theatre of the absurd*. New York: Doubleday and Co. pp. 27-39]

Ibsen, Henrik (1970) "From 'On the heroic ballad and its significance in literature' (1837)." in McFarlane, J.W. *Henrik Ibsen: a critical anthology*. Harmondsworth: Penguin.

For further help with citing and referencing, please consult your Subject Librarian.

Helen Stephen
May 2010